



<h1>POLICY MANUAL</h1>	Date Adopted: October 8, 2014
Classification: BOARD OF DIRECTORS	Date Last Amended: 03/14/83;07/12/65
Subject: Execution of Documents	Approved By: 

**PURPOSE:**

As the Chairman of the Board of Directors is not always immediately available for the execution of documents required to be executed in the daily functioning and operation of the District, inclusive of contracts, deeds and other instruments so authorized to be executed by the District’s enabling legislation and by the Board of Directors; and as it is in the best interest of the District that such documents be executed on a timely basis, it is necessary for the District General Manager-Secretary, and in his absence, other designees to be authorized to execute instruments on behalf of the District.

**OBJECTIVE:**

District documents should be executed on a timely basis, therefore specific authority should be given to the District General Manager-Secretary, and in his absence, other designees as set forth by resolution of the Board of Directors, authorizing execution of instruments on behalf of the District.

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**POLICY:**

It is hereby the Policy of the Board of Directors that in the absence of the District Chairman, the General Manager-Secretary and the designees as designated by Board Resolution, are hereby authorized to execute contracts, deeds, and other instruments authorized by the Board of Directors, with the same force and effect as though the same were executed by the Chairman; and to accept for recordation, individually, on behalf of the District, all instruments conveying any interest or easement in real property, with the same force and effect of an acceptance by Resolution of the Board of Directors.

When determined appropriate, District documents shall also be approved as to form and so executed by the District General Counsel.